



INDIANA DEPARTMENT OF HOMELAND SECURITY

EQUIPMENT DOCUMENTATION WEBINAR





Objectives

You will be able to:

- Define equipment
- Document federally funded equipment inventory
- Submit annual documentation requirements to IDHS
- Mark federally funded equipment when practicable



What is equipment?

- Equipment or property is defined as:
 - Tangible, non-expendable property having a useful life of more than one year and an acquisition cost of **\$500** or more per unit acquired in whole or in part with grant funds.
 - This definition includes software and software licenses.



Equipment documentation

- Spreadsheet or iGMS?
- IDHS is strongly encouraging the use of the iGMS equipment tracking module.



Spreadsheet

- Item description
 - Receiving agency
 - Type of equipment
 - Manufacturer
 - Model number
 - Serial number
 - Award number
 - Federal Grant
- Number
- Purchase Date
 - Purchase Amount
 - % funded by Grant
 - Issued to:
(organization and title-holder)
 - Condition



Spreadsheet

- Sold or disposed of?
 - If yes, you must answer the next four questions:
 1. Fair market value over \$5,000
 2. Method of disposal
 3. Date of disposal
 4. If sold, document the sale price (IDHS needs to be involved with this transaction)

If you are selling an item worth more than \$5,000 that was purchased with federal grant dollars, funding must be returned to the United State Department of Homeland Security through the Indiana Department of Homeland Security.



Uniqueness of the iGMS Equipment Inventory Module

- Track equipment re-issued by fiscal agent to another agency
- Automatic individual equipment verification process annually
- Walk sub-recipient through disposal process
- Ability to replicate entries
- Gives sub-recipients the ability to assign “read-only” access
- Gives user “issued to me” visibility



IGMS INVENTORY PROCESS

My Proposals



- [HMEP 2008-LEPC](#)
- [Statewide Medical Triage Tagging](#)
- [See all proposals](#)

[+ Create new proposal](#)

General Budget Information



- [Complete Budget List](#)
- [Quarterly Reports](#)
- [Request for Expenditure](#)

Agreement Tracking



Idle for More Than 7 Days

- project id: C44P-9-603A Montgomery LEPC - 2008 HMEP (09/09/2009)

Recent Activity This Week

- [view all agreements...](#)



Applications



- [Agreement Tracking](#)
- [Equipment Inventory](#)

References



- [IGMS Manual](#)
- [Authorized Equipment List](#)
- [Contact Us](#)
- [EHP Screening Form](#)
- [Indiana Strategy for Homeland Security 2008](#)
- [Training and Exercise Guidance](#)
- [2013-2015 Training and Exercise Plan and Multi-Year Calendars](#)
- [Debris Estimation Spreadsheet](#)

[Dashboard](#) | Equipment Inventory

Equipment Inventory

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Search

Fund

[Get Inventory List](#)

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date
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Equipment Inventory

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[cancel](#)

Description

Receiving Agency

Type

Manufacturer

Model/Part #

Serial #

Purchased Date



(mm/dd/yy)

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Description

Receiving Agency

Type

Manufacturer

Model/Part #

Serial #

Purchased Date



(mm/dd/yy)

EMA
EMS
Fire
Law Enforcement
Other

Communications and Accessories
Computers and Accessories
Mobile Command
Cameras and Accessories
Transportation
Other

[Dashboard](#) | [Equipment Inventory](#) | Equipment Inventory 10094

Equipment Inventory #10094

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AMATUER RADIO TNC MODEM

Contact	James Comer		
Receiving Agency	FMA	Type	Communications and Accessories
Manufacturer	Kantronics	Condition	good
Model/Part #	Packet Comm 3 plus	Serial #	920595
Purchased Date	02/27/13	Purchased Amount	\$244.00

Notes


[link to fund allocation](#)[Reset](#)

% funded with grant

tracking id

Receiving Agency	EMA	Type	Communications and Accessories
Manufacturer	Kantronics	Condition	good
Model/Part #	Packet Comm 3 plus	Serial #	920595
Purchased Date	02/27/13	Purchased Amount	\$244.00
Notes			

link to fund allocation

 [Reset](#)

1 % funded with grant 100.0

2 tracking id 75389


If tracking id is not known, explain the funding source.

3 RFE Item TNC Modem.

4 RFE #47173 - TNC Modem.

5 Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

issued to

 [Reset](#)


organization EMA EOC

email

firstname


RFE Item	TNC Modem.
RFE	#47173 - TNC Modem.
Fund	2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

issued to

 [Reset](#)

organization	EMA EOC
email	jcomerford@co.monroe.in.us
firstname	James
lastname	Comerford
issued date	02/27/13

re-issued to

 [Edit](#)

Has this item been disposed of?

NO  [Edit](#)

According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.

RFE Item TNC Modem.
RFE #47173 - TNC Modem.
Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations


issued to

Reset to add or change information

 [Reset](#)

organization EMA EOC
email
firstname James
lastname Comer
issued date 02/27/13

re-issued to

 [Edit](#)


Has this item been disposed of?

NO  [Edit](#)

According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.

RFE Item TNC Modem.
RFE #47173 - TNC Modem.
Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

issued to

 Reset

organization EMA EOC


email

firstname James

lastname Comer

issued date 02/27/13


re-issued to

 Edit

department


contact

Save

 Cancel


RFE Item TNC Modem.
RFE #47173 - TNC Modem.
Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

issued to

 [Reset](#)

organization EMA EOC
email
firstname James
lastname Comer
issued date 02/27/13

re-issued to

 [Edit](#)


The default here is no. You must EDIT if your item has been disposed of.

Has this item been disposed of?

NO  [Edit](#)

According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.


re-issued to

 [Edit](#)

Has this item been disposed of?

NO  [Edit](#)

According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.

 [Cancel](#)


Yes, this item has been disposed of.

Is this item more than \$5000?

Fair market value

Save


re-issued to

 [Edit](#)

Has this item been disposed of?

NO  [Edit](#)

According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.

 [Cancel](#)

Yes, this item has been disposed of.

Is this item more than \$5000?

YES

Method of disposal

disposed date



(mm/dd/yy)

if sold, sale price?

Save

If you are at this point with a piece of equipment, you need to get further guidance from IDHS Grants Management to make certain all legal issues are considered.

USDHS will expect repayment if you sell a piece of equipment that has a current market value of more than \$5,000.

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Equipment Inventory #10094

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AMATUER RADIO TNC MODEM

Contact	James Comer		
Receiving Agency	FMA	Type	Communications and Accessories
Manufacturer	Kantronics	Condition	good
Model/Part #	Packet Comm 3 plus	Serial #	920595
Purchased Date	02/27/13	Purchased Amount	\$244.00

Notes

link to fund allocation

[Reset](#)

% funded with grant

tracking id

10083	James Comer	Yaesu 2 meter radio	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Yaesu	\$129.00 06/02/2009	07/19/2013	 Validate
10082	James Comer	 Amateur radio Alinco DR- 235T	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Alinco	\$266.00 06/02/2009	07/19/2013	 Validate
10081	James Comer	 Amateur radio Alinco DR- 235T	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Alinco	\$266.00 06/02/2009	07/19/2013	 Validate
9232	James Comer	Lectern (EOC)	EMA	Other 2011 Emergency Management Performance Grant > LOCAL > 2012 EMA Competitive	Amplivox	\$999.00 01/08/2013	02/08/2013	 Validate
9231	James Comer	Power inverter EMA 1Command Truck	EMA	Mobile Command 2011 Emergency Management Performance Grant > LOCAL > 2012 EMA Competitive	GO 600 Watt Power Inverter	\$650.00 01/07/2013	02/08/2013	 Validate
9230	James Comer	HP6570B Laptop	EMA	Computer and Accessories 2011 Emergency	HP	\$870.61 01/02/2013	02/08/2013	 Validate

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Fund

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inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10094	James Comer	Amatuer radio TNC modem	EMA	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Kantronics	\$244.00 02/27/2013	07/19/2013	Validate
10093	James Comer	Amatuer radio UPS unit for TNC	EMA	Computer and Accessories 2011 State Homeland	Cyber Power	\$111.44 03/05/2013	07/19/2013	Validate

Dashboard | Equipment Inventory

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Fund

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inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10094	James Comer	Amatuer radio TNC modem	EMA	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Kantronics	\$244.00 02/27/2013	07/19/2013	Validate
10093	James Comer	Amatuer radio UPS unit for TNC	EMA	Computer and Accessories 2011 State Homeland	Cyber Power	\$111.44 03/05/2013	07/19/2013	Validate



Dashboard | Equipment Inventory

Equipment Inventory



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✕ Hide



Please specify the email of the user you want to assign read only access?

Email

Submit

Users with Read Only Access to this Inventory

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Fund

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POWER

Fund

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inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10089	James Comer	Amatuer radio Power supply	EMA	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Astron	\$150.00 02/27/2013	07/19/2013	Validate
9231	James Comer	Power inverter EMA	EMA	Mobile Command 2011 Emergency	GO 600 Watt Power	\$650.00 01/07/2013	02/08/2013	Validate

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Fund

2011 Emergency Manag > LOCAL > EMA Competitive > 16806 ▾

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1

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
6844	James Comer	iPAD EMA2	EMA	Computer and Accessories 2011 Emergency Management Performance Grant > LOCAL > EMA Competitive	Apple	\$737.69 03/08/2012	04/25/2012	Validate
6843	James Comer	iPAD EMA1	EMA	Computer and Accessories 2011 Emergency Management Performance Grant > LOCAL >	Apple	\$737.69 03/08/2012	04/25/2012	Validate

Dashboard | Equipment Inventory

Equipment Inventory

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Fund

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Click into the inventory item and use the edit button to change any information regarding a certain item.

“Validate” hyperlink will appear magically in March of each year.

Simply hit Validate by April 15 (annually) if this piece of your equipment inventory is exactly the same as previous year.

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10094	James Comer	Amatuer radio TNC modem	EMA	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Kantronics	\$244.00 02/27/2013	07/19/2013	Validate
10093	James Comer	Amatuer radio UPS unit for TNC	EMA	Computer and Accessories 2011 State Homeland	Cyber Power	\$111.44 03/05/2013	07/19/2013	Validate



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inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10094	James Comerford jcomerford@co.monroe.in.us	Amatuer radio TNC modem	EMA Monroe County	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Kantronics	\$244.00 02/27/2013	07/19/2013	VALIDATED Reset

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Equipment Inventory

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PDF to create printable list of equipment or individual equipment item.

☒ My Inventory☐ Issued to Me☐ Read Only

Search

Fund

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inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10094	James Comerford jcomerford@co.monroe.in.us	Amatuer radio TNC modem	EMA Monroe County	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Kantronics	\$244.00 02/27/2013	07/19/2013	VALIDATED Reset



Annual Documentation Requirements

- Validate/Reconcile records
- Control system sent to IDHS Grants Management



Validate/Reconcile Records Annually

- If you have kept your records on a spreadsheet:
 - Verify what equipment you still have. Sign and date.
 - Send to IDHS
- If you have kept your records in the iGMS:
 - Validate box next to each equipment item.



Control System

- A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated and fully documented and made a part of the official project records.
- Adequate maintenance procedures shall be developed and implemented to keep the property in good condition.
- A sub-recipient must submit a description of its control system and send a copy to IDHS grants management every year, no later than April 15.



Required Equipment Marking

- Federally funded equipment must be marked prominently when practicable.
- According to the Homeland Security Grant Program (HSGP) grant guidance – equipment must be marked with the following phrase:
 - *Purchased with funds provided by the U.S. Department of Homeland Security*



Equipment

- In case of any ambiguity, conflict or inconsistency between any IDHS Information Bulletins and the Grant Agreement between IDHS and the recipient, the provisions of the grant agreement take precedence.
- Federal guidance varies for different grant years.
- Increased values in smaller items creates need for strict oversight.



Contact

Thank you for your participation!

Cindy Battiato (317) 234-5959 cbattiato@dhs.in.gov

Or contact a member of the IDHS Grants management staff
at: (317) 234-5917 or grants@dhs.in.gov

Resources:

- IB 12.G002 Revised
- 44 CFR 13.32(e)



INDIANA DEPARTMENT OF HOMELAND SECURITY

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